

## POWER SHUTDOWN / SWITCHING CHECKLIST ADMINISTRATIVE PROCEDURE

### PURPOSE

This procedure is required for all planned power shutdowns and switching operations at LBNL. When no power interruption is expected during switching, the checklist ensures the safety of all LBNL personnel and continuity of LBNL operations. The checklist must be carefully reviewed by both Plant Operations and Planning, Design and Construction personnel.

### APPLICATION

Applies to Plant Operations and Planning, Design and Construction personnel who review, approve, or perform planned power shutdowns and switching operations. Utilities Work Center is responsible for completion of applicable checklist items.

### CHECKLISTS

#### 1. Power Shutdown Notifications.

To be completed at least two weeks prior to the scheduled shutdown.

Notify the following by email:

☐ Bldg/Bldg Mgr \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_

- ☐ Client
- ☐ Project A/E
- ☐ Project Manager
- ☐ Construction Mgr
- ☐ Contractors
- ☐ Fire Dept x6015

- ☐ Electricians x6023
- ☐ Maint Technicians x5481
- ☐ Work Request Center
- ☐ Chief Electrical Engineer
- ☐ Plant Operations Manager
- ☐ Inspection Leader

☐ **Post signs** at all entrances to buildings and affected areas with dates and times of power shutdown.

#### 2. Power Switching Tags

**115 kV/12 kV Switching Tags.** Planning, Design and Construction shall prepare switching tags for projects. The Electric Shop shall prepare switching tags for maintenance activities. The Electric Shop shall carry out all switching operations.

- ☐ Planning, Design and Construction Electrical Section reviewed and signed off.
- ☐ Electric Shop reviewed and signed off.

### 3. Review and Notification

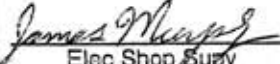

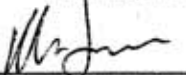
☐ A **planning and risk assessment review meeting** shall take place at least one week prior to shutdown / switching operation. Attendees will include: Utilities Manager, Project Electrical Engineer, Construction Manager, Project Manager, Electric Shop Supervisor, client(s) as needed.

☐ **Pre-shutdown / switching notification** shall be published in "Today at Berkeley Lab" announcements section three working days prior to the outage or switching date.

☐ **Public address announcements** shall be made a minimum of 15 minutes prior to shutdown / switching.

### RESPONSIBILITIES AND CONTROLS

Completion of the following signature lines constitutes approval of this procedure:

REV NO.	SME	REVIEWED BY	APPROVED BY / DATE	REVISION DATE
3	 Elec Shop Supv	 Chief Elec Eng	 15/21/07 Utilities Mgr	5/10/07
	<u>James Murphy</u> (Print Name)	<u>LAWRENCE D. DOMINICK</u> (Print Name)	<u>Martin Johnson</u> (Print Name)	ADMN-060